

**LOUISIANA VITAL RECORDS REGISTRY
OFFICE OF PUBLIC HEALTH
DEPARTMENT OF HEALTH AND HOSPITALS**

IDENTIFICATION REQUIREMENTS

Persons who apply for a certified copy of a **BIRTH** certificate at a Vital Records Registry customer service office must produce identification in the form of one primary document or two secondary documents. (Note: Marriage certificates are not confidential records. Orleans Parish Marriage certificates may be purchased without identification.)

A. Primary Documents

- A state issued Driver's License that includes a photograph.
- A state issued picture identification that includes a photograph.
- A current U.S. military identification card that includes a photograph.
- A U.S. Passport with current photograph.
- For students High School or below, a current school yearbook or a current school identification document with a photograph.

B. Secondary Documents

- A student picture I.D. card from a Louisiana college or university when accompanied by a 100% fee paid receipt for the current semester. (COUNTS AS TWO DOCUMENTS).
- A W-2 form issued within the last two years plus an original signed Social Security Card. The Social Security numbers must match. (COUNTS AS TWO DOCUMENTS).
- Original adoption papers.
- Official certified deeds or title to property in Louisiana.
- Louisiana certificate of vehicle title.
- Insurance policy (Health, Home, Life, Auto).
- A payroll stub which shows the name and social security number of applicant. (Cannot be handwritten stubs).
- A current U.S. military dependent identification card that includes a photograph.
- Original DD-214 Military Discharge document.

C. Hurricane Katrina Evacuees (BIRTH CARD ONLY) (For Hurricane Katrina evacuees that do not have A. or B. identification requirements)

- A student picture I.D. card from a school, college or university
- Medicare/Medicaid Identification Card
- Official certified deeds or title to property in Louisiana
- Louisiana certificate of vehicle title
- Insurance policy (Health, Home, Life, Auto)
- Utility Bill (water, electricity, gas)
- Social Security Card or Printout
- Shelter Name Band (including the name of shelter)
- Pertinent information from the birth certificate that the registrant should know (i.e. Mother's residence at the time of birth, Hospital of birth, Mother's maiden name)

****IMPORTANT: IN CASES WHERE APPLICANTS PROVIDE OR ATTEST TO FALSE INFORMATION, THE INDIVIDUAL WHO SIGNS THE APPLICATION IS THE INDIVIDUAL PROSECUTED.**